



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **GROWING STRONGER TOGETHER**

## **PARENT HANDBOOK EARLY CHILDHOOD EDUCATION PROGRAMS**

**Includes ECE Program Policies & Procedures  
& Emergency Policies & Procedures**

**YMCA OF METROPOLITAN DENVER**

**Updated October 2019**



# PROGRAM POLICIES & PROCEDURES

POLICIES & PROCEDURES FOR EARLY CHILDHOOD EDUCATION PROGRAMS

YMCA OF METROPOLITAN DENVER EARLY CHILDHOOD EDUCATION at the SCHLESSMAN and SOUTHWEST FAMILY YMCA'S

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Welcome to Early Childhood Education Programs at the YMCA of Metropolitan Denver. We look forward to serving you and your family. The YMCA strives to provide a safe, affordable, convenient and quality program to meet your family's needs. These policies & procedures answer many of the questions you may have concerning our childcare services. If you have any further questions, please contact the director of your program.

## WHO WE ARE

### YMCA MISSION STATEMENT

The mission of the YMCA of Metropolitan Denver is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

### GOALS AND OBJECTIVES

1. The YMCA commits itself to serve the community with quality childcare services in a cooperative effort with area schools, and community partners. Parent involvement is essential to this goal.
2. We strive to hire quality staff for our program. They work directly with children building strong positive relationships in a safe and caring environment.
3. Staff and children work together to plan activities that encourage children to develop to their fullest potential.
4. Opportunities for outdoor and recreational style activities are provided. Age appropriate activities are offered in both large group settings.
5. Physical education activities are offered so that children can develop good coordination, physical fitness
6. and athletic skills.
7. Task oriented activities are planned to challenge each child's present abilities and teach them new skills.
8. YMCA childcare strives to establish a cooperative environment where children learn social skills while developing their character and self-esteem.
9. The YMCA offers programs and services to individuals and families regardless of sex, race, religion,
10. national origin or financial ability.
11. YMCA childcare supports families through regular activities and parent involvement.
12. The objectives of YMCA programs are: to grow personally, clarify personal values and character development, get along with others, appreciate diversity, become better leaders, develop specific skills, and have fun!

### AGES OF CHILDREN

The YMCA Early Childhood Program at the Schlessman Family YMCA accepts children who are 6 weeks to 5 years of age. The ECE program at the Southwest Family YMCA accepts children who are 2.5 -5 years of age and are no longer diaper dependent.

### CHILDREN WITH ACCESS AND FUNCTIONAL NEEDS

The YMCA will not discriminate against anyone because of a disability. We will work with each family in the best interest of the child in our program, on a case-by-case basis. We will be willing to make reasonable adjustments in our program to meet the needs of all children, their families and program employees. The YMCA does have limitations due to ratio. We are unable to provide care lower than the state ratios. Parent communication and support is essential in deciding if the YMCA can meet the needs of the child.

### HOURS OF OPERATION

The YMCA ECE program at the Schlessman Family YMCA is open Monday-Friday from 7:00am-6:00pm. The Southwest Family YMCA is open from 7:00am-5:30pm Monday-Friday. Both programs may have shortened days, and center closings. Both are

communicated via postings, emails and through Tadpoles (Schlessman Only). The program will close for 3 additional days outside of Holiday closures. These additional closures are for teacher trainings and deep cleaning days.

## BAD WEATHER/SCHOOL CLOSURES

The YMCA ECE programs follows the Denver Public Schools bad weather school closure schedule. Please check your local news channel, DPS website or the YMCA web site. The YMCA reserves the right to close school on snow days DPS is not in session, or for building emergencies. This will be communicated through email, the YMCA website, or through Tadpoles (Schlessman only)

## HOLIDAYS

### NO CHILD CARE IS PROVIDED ON THE FOLLOWING DATES

New Years Eve (Closure at 3pm), New Years Day, MLK Day, Good Friday, Memorial Day, Independence Day, Labor Day, Halloween (closure at 3pm), Thanksgiving, Day after Thanksgiving, Christmas Eve and Christmas Day. The YMCA ECE programs will also close for up to 3 additional days per calendar year for teacher training or deep cleaning. A minimum 30 day notice will be provided in advance.

## REFUNDS/CREDITS

Effective 1-1-2018 a one week vacation and a one week sick credit is available to all families enrolled at the Schlessman Family YMCA.

Refunds or credits will be granted in the following cases:

1. A doctors' note stating the child's health will prohibit him/her from participating in the program for five business days or more.
2. The child's family moves out of the YMCA/school's service area. (See Withdrawal Policy)
3. A family emergency requiring five or more days away from home.

## FEES

Effective 1-1-18, we will charge a \$50 registration fee for all families.

## NUMERICAL LOCK PIN CODE/TADPOLES PIN CODE

A 4 digit numerical code is required to access the child care center. For safety reasons, only share this code with your authorized pick up list. Tadpoles pin code will be the last 4 digits of persons cell phone number. If your authorized pick up person is not listed in Tadpoles, it is the parents responsibility to notify the Child Care Director for input.

## FINANCIAL INFORMATION

### TUITION

Tuition is due on the 1<sup>st</sup> of the month or the 1<sup>st</sup> and 15<sup>th</sup> of the month. Our system defaults to the 1<sup>st</sup> of the month, if you need other arrangements, please notify our billing team.

### LATE FEES

Payments are due on the 1<sup>st</sup> day of each month of attendance. No late charge will be applied if payment is made in full by the 5<sup>th</sup> of the month attending. Should payment be received after the 5<sup>th</sup>, a late fee of \$15.00 will apply. If full payment is not received by the 15<sup>th</sup> of the month, a second late fee of \$15.00 will apply, and your child will be dropped from the program until full payment is made. If the 5<sup>th</sup> should fall on a Saturday, Sunday, or holiday; the payment will be due on the following business day. Further, any cancellation must be submitted in writing two

weeks prior to the start of a new month. If this is not done, the parent/guardian is responsible for that month's payment.

## WITHDRAWAL POLICY

It is the YMCA's policy that written notice must be given thirty days in advance of your child's withdrawal from the program in order to avoid being charged for the following month. Any outstanding balance must be paid at the time of withdrawal. The YMCA reserves the right to dismiss a child from the program upon notifying the parent.

## LATE PICK UP CHARGE

Late pick-up is stressful for the child. Please call if you anticipate being late. A fine of \$1.00 per minute will be enforced, after 6:00 pm. This fee must be paid immediately to the YMCA upon pick-up and will be added to your online account balance. Repeated violation of this policy may result in the child's dismissal from the program.

## FINANCIAL ASSISTANCE

Scholarships are available to families who qualify for financial assistance. Financial disclosure will be required, but kept confidential. There are limited funds available for scholarships; therefore, early application is encouraged.

A reduction of fees shall be available to those requesting such assistance providing that the person can demonstrate financial need. Along with the application form, the applicant must document all gross annual income. Income must be documented by supplying the following items:

- a) Most recent tax return
- b) Two consecutive pay check stubs

If the applicant is divorced and is requesting financial assistance for childcare, a Child Support Obligation Worksheet must be presented.

Financial assistance forms are available at the desk at the YMCA or on the YMCA website at [www.denverymca.org](http://www.denverymca.org).

Social services payments will be accepted from the following counties: Adams, Arapahoe, Broomfield, Jefferson, and Denver. When Social Service payments do not cover the cost of the program, the parent fee will be applied. It is the responsibility of the authorized parent or guardian to swipe in and out DAILY to ensure that the YMCA is reimbursed for days the children attend. Failure to swipe daily will result in immediate dismissal from the program.

All families seeking financial aid for childcare must inquire with their county social services to see if they qualify for aid.

## RECEIPTS AND TAX INFORMATION

Receipts are available after making a payment and should be kept for families' records. YMCA of Metropolitan Denver childcare payments may be a tax deduction. Statements are available on your online account. The Tax ID # is 84-0402696. Or you may contact the front desk at 720.524.2700.

## HEALTH

### IMMUNIZATIONS

The State of Colorado requires a certificate of immunization signed by the physician for every child; due the day the child starts. Immunizations must be completed on the State approved form. Failure to follow this policy will result in dismissal of the child from the program.

### MEDICATION

Prescription and non-prescription medication will be administered to children. The following procedures must be followed:

- 1- Parent completes and signs the Parent Release for Administering Medication form.
- 2- Parent brings medication to the Center or Department Director (please do not send along with children).
- 3- The prescription label or doctor's statement includes the date, name of drug, name of child, name of doctor, dosage and times of administration. These must be clearly written.
- 4- Staff will store medication in a closed, locked container and will document when it is administered.

No medication will be accepted without the approved forms and properly stored medication. All medication MUST have a valid expiration date.

As of January 1, 2003 all childcare staff are designated by the nurse consultant to give medications and must complete the 4-hour Department – approved medication administration training and have current first aid and universal precautions trainings. The YMCA is in compliance with the Nurse Practice Act.

### SUNSCREEN

Each family must provide sunscreen for their child who are over 1 year of age. All bottles must be labeled with the child's name. Staff will supervise or assist in application of sunscreen. If your child burns easily, send an extra shirt for him/her to wear while outdoors. We strive to prevent sunburn and we appreciate the parent/guardian for sending the child prepared, including applying the first layer of protection at home. If you apply sunscreen at home, please indicate this in your child's Tadpoles account under drop off information (Schlessman Only).

### ALLERGIES

In order for our staff to better serve your child, it is imperative that parents inform staff of any allergies that their child may have or had, for example, food, medication, or other substances. The YMCA is NOT a nut free zone. We do not guarantee any exposure to foods that may cause allergic reactions.

### ILLNESS

According to state licensing requirements and for the protection of all children, the YMCA cannot accept children with the following symptoms:

- Elevated temperature (over 101)
- Diarrhea or vomiting
- Undiagnosed rash
- Sore or discharging eyes or ears, profuse nasal discharge.
- Diagnosed contagious disease such as strep throat or chicken pox

All children must be symptom free for 24 hours prior to returning to the program. In some cases a doctor's note of release will be required.

If children become ill during program, they will be provided with a place to rest comfortably until they go home. Parents will be notified to come and pick up their child within the hour.

Please notify the YMCA if your child contracts a contagious disease, such as whooping cough, German or regular measles. It is a licensing requirement that signs be posted to notify families.

### ACCIDENTS AND EMERGENCIES

YMCA staff is First Aid and CPR certified and has been trained in emergency procedures. Emergency numbers are available at each program. Plans for handling fire, floods, tornadoes, severe weather, lost or missing children, injuries and illnesses are on file at each site, and available on our website. We will call you or your emergency contact person to notify of a minor accident or injury. When there is no question that your child must be taken to the doctor or the hospital, we will call you to inform you

of our course of action as soon as possible. It is vital that you keep our staff updated in case of changes in your phone number at work and at home.

## LOST CHILD

Every effort is made to keep all children safe. In the event that a child is missing, a search will be started immediately. If necessary, the parents and the authorities will be called to assist in his search. Parents, please assist us in educating your child of the importance of staying with the YMCA staff.

## NATURAL DISASTERS/EMERGENCIES/THREATS

In the case of a natural disaster the YMCA ECE programs will follow its Emergency procedures specific to the incident. If an emergency of this nature were to occur parents would be asked to be available at the number they have listed and an emergency contact and the YMCA will notify the parents via phone or email or Tadpoles immediately once the participants are safe and the location is secure. The Director is available through the YMCA cell phone, and parents may call the listed emergency numbers or the YMCA front desk at 720.524.2700. In the case of a participant with a disability, the emergency procedures will be followed & a staff member will partner with the child to move them to a secure location where the parent/guardian will be notified.

## REPORTING OF CHILD ABUSE

YMCA childcare programs are licensed programs. The YMCA is mandated to report any suspicion of child abuse to Social Services. The license indicates that the program has met the required standards for the operation of a childcare facility. If you have not done so, please ask to see the license.

If you believe that your child has been abused, you should seek immediate assistance from your county Department of Social Services. Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect.

The telephone numbers to report abuse are:

Denver County	(720) 944-3000
Douglas County	(303) 688-4825
Adams County	(303) 412-5212
Arapahoe County	(303) 636-1750
Jefferson County	(303) 271-4357
Statewide	(844) 264.5437

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially with regard to children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about a child care facility, please consult the Colorado Department of Human Services, Child Care Licensing, at 303-866-5958.

## TRACKING ENTRY AND EXIT OF CHILDREN AND VISITORS

### SIGN IN/OUT

It is required by the YMCA and the Department of Social Services that only authorized persons sign their children in and out each day. It is not acceptable for children to sign themselves in and out.

Pick up and drop off during our core curriculum hours is highly discouraged. Pick up and drop off during rest time is highly discouraged. It is the programs philosophy that we will foster the least disruptive environment possible.

Your child will be released only to the individuals that you have designated on the Child Information Record and or Tadpoles account. If you need to make changes to the list of people authorized to pick up your child, please do so in email writing. If there is an emergency, please call the YMCA and we will make special arrangements.



We will ask for a picture ID and check the authorization for the release of the child. If the person is not authorized to pick up the child, the child will not be released. If an unauthorized adult attempts to take a child without permission, the parents and the police will be called. Licensing requires those designated to pick up and sign your child out, must be at least 16 years of age.

The YMCA will call 911 regarding anyone picking up a child who appears to be under the influence of alcohol or drugs, or otherwise incapable of providing responsible care to the child.

These procedures are for the protection and safety of your child and staff, and for your peace of mind.

### LATE DROP OFF

Please notify the YMCA in advance if you will be bringing a child late.

### LATE PICK UP

Children are supervised at the YMCA Child Care Site until 6:00 p.m. If the YMCA is not contacted and your child is still present at 6:05 p.m., we will contact other individuals authorized to pick up and emergency contacts. In the event that no one can be reached by 6:30 p.m., Social Services will be contacted and the children will be taken to the police. A late fee of \$1.00 per minute/per child will be charged after 6:00 pm.

### CLOSING PROCEDURES

Before a staff member closes the building, all rooms including bathrooms that the childcare program utilizes will be searched to assure no child is left in the building and playground. The staff will review the sign in and out sheets to assure all children that were signed in are signed out by an authorized individual. If there are any question in these procedures staff will call the parent/guardian first and then proceed with authorized pickups to assure the safety and wellbeing of the child.

### VISITORS

Parents or guardians are always welcome and visits do not need to be announced or arranged in advance. However, the observing parent or guardian must be listed on the child's authorization card in order to have access to the program area. Any visitor entering a YMCA childcare program is required to sign in. A visitor will sign the "Visitor's Register", state the purpose of the visit, and show identification.

### CONFIDENTIALITY

#### RELEASE OF RECORDS

Due to the volume of requests for information coming into the YMCA, and the necessity of protecting the privacy of the children in our care and the parents and guardians who utilize our services, the YMCA has established a policy, which prohibits release of information without the tender of the Authorization, Release and Request for Information form. This form can be obtained from the YMCA.

### DISCUSSIONS CONCERNING MINOR CHILDREN, PARENTS, OR GUARDIANS WITH THIRD PARTIES

Discussion concerning any child, parent, or guardian with any third party will only be allowed with those individuals with whom authorization for release of the child (pick up) has been given on the registration card.

Discussion concerning any child, parent, or guardian with any third party not authorized on the registration card, will occur only with a member of the YMCA administration present, and must be scheduled with the Executive Director of the ECE program.

## PROGRAM

### LOCATION OF CHILDREN

Staff supervise children at all times. Attendance is taken each day. Staff utilizes attendance sheets (Southwest) and Tadpoles Roster (Schlessman) and head counts at every transition. When restrooms are not located immediately adjacent to the childcare room, children are accompanied by a staff member. Any time a program is away from the site, parents are given a written agenda of the field trip.

### TRANSPORTATION

Children attending YMCA programs will be transported in YMCA minibuses or district busses. All children are required to wear seat belts when riding in the YMCA minibuses. It is the YMCA's responsibility to transport these children safely and to comply with Motor Vehicle Laws. A child must follow instructions and cooperate. If his/her behavior is affecting the safety of the other children, the participant's parents will be notified and your child may be dismissed from the program. We all want a safe and happy experience for the children. Safety is our primary concern.

YMCA drivers are required to have a CDL license. Each driver participates in the YMCA of Metropolitan Denver's Drug Testing program.

During full days out of the SACC program and the summer day camp season; some camp participants will be transported by a district school bus. We contract through local public school transportation. The public school transportation departments are required to follow State of Colorado Department of Transportation Laws (DOT). We only transport children age five and older. If a child is unruly on the bus, a parent will be called to pick up the child from the current location in order to maintain a safe environment for all children.

### FIELD TRIPS/Special Activities (Schlessman PreK & KinderCamp only)

Field trips are a scheduled part of our program and will be posted in the Monthly schedules and the Camp weekly schedules, as well as in the YMCA Office. A sign will be left at the site for parents describing the location and return time of the group. During full day care and Summer Day Camp we ask that all children be dropped off by 9:00 am. If your child arrives late and has missed the departure for the field trip, the parent will assume the responsibility for transporting the child to the group at the field trip location and locating staff to sign the child in (even if the child has a walking permission slip), or finding alternative care for the day. Schedules are subject to change; please call the YMCA for updated information. Please realize that our drivers are instructed to consider safety first, and that they may run late when traffic or weather problems occur. Attendance on field trips is taken by two different methods. A head count is done every 10 minutes. Actual documented roll call is taken every 30 minutes. In addition, the YMCA will be offering special activities where outside organizations will come into our programs as a guest speakers/or give presentations. During this time the YMCA staff will continue supervising and not allow children to be alone with these individuals.

### CAMP T-SHIRTS (PreK/KinderCamp)

Your child will receive a Camp T-shirt when your child is fully registered to the Camp program. Camp shirts must be worn on all field trips. Additional camp shirts may be purchased as long as supplies last.

### MEALS AND SNACKS

The Schlessman ECE program provides a healthy morning, hot lunch and afternoon snack. The Southwest ECE program provides two daily snacks. Parents at the Southwest ECE program will need to provide a healthy lunch daily. The YMCA uses the guidelines for Healthy Eating and Physical Activity (HEPA), which ensures nutritious snacks are served to your child. KinderCamp families at the Schlessman ECE program will need to provide a packed lunch daily. We want snack/lunch time to be a pleasant experience for children. The atmosphere will be kept pleasant with conversation encouraged along with eating. No child will be forced to eat, nor denied food as a form of punishment. Make sure that staff is aware of any food allergies your child may have. The YMCA does not allow sharing of food.

### BIRTHDAYS and other SPECIAL OCCASIONS

Effective 1-1-2018 all food for celebrations will need to be store bought and will need to include the ingredient lists. Fresh fruits or veggies are exempt and can be brought in for parties. This is to ensure children with allergies and sensitivities can safely participate. No homemade food will be allowed to be consumed in the classroom by the children.

## PERSONAL BELONGINGS

It is the intent of the YMCA to make children as responsible for their belongings as possible. We believe that a child learning to care for one's belongings is an important life skill that we want to foster. You can help by labeling your child's belongings for easy identification. Please limit "home toys" to a sleepy toy that can easily fit in your child's cubby. Due to choking hazards, please leave all other toys at home.

## WHAT TO BRING

Please provide your child with something that will hold his/her belongings and can be easily carried and the handles do not pose a potential suffocation risk. Please read the activity schedule to determine when a child needs to bring extra items such as a swimsuit and towel. Each department has a list of needed items, it includes but is not limited to Bottles, Diapers, Nap items and a soft sleep toy. All nap items must be removed on Fridays, laundered and returned on Monday morning.

## WHAT NOT TO BRING

Do not allow your child to bring expensive clothes, items such as guns, knives, or any type of weapon or propellant toy; I-Pod; I-Pad; Cell phones, pets of any kind; or money unless specified in weekly schedule. **DO NOT LET YOUR CHILD BRING ANY ITEM HE/SHE CANNOT AFFORD TO LOSE!** The YMCA is not responsible for lost or stolen items'.

## LOST AND FOUND

The YMCA will keep a lost and found at the childcare site. Check for lost items daily, as we donate the unclaimed items to charity, after 30 days.

## WEATHER

We want children to have the opportunity to experience the changing seasons. All children need to be prepared to go outside on a daily basis. This gives children a chance to get fresh air, run, and climb and roll in a large natural setting. We are aware of temperature and natural weather changes. Please send appropriate clothing for your child, e.g. snow boots, gloves, mittens, hats, jackets, and sunscreen. During hot weather, water is available at all times. Some activities are planned in the shade or indoors. If the temperature is below 44 degrees (F) the children will stay indoors and during the summer months if the temperature raises over 100 degrees (F) the children will as well stay indoors.

## MOVIE & TECHNOLOGY POLICY

Movies will be shown occasionally during the Older Toddler and Preschool program. We will be posting the movie before it is shown to the children. The movie will be offered to children as an option and will be a G rating. Children in the Preschool classrooms will have access to a computer. Children can use the computer for up to 20 minutes per day. Children in the center may have the use of I-pads or similar devices for educational opportunities only.

## DISCIPLINE/ REDIRECTION

The YMCA's philosophy of a discipline/redirection program is that discipline/redirection is a continuous, daily process of love and logic during which:

- Children will be encouraged at all times, and given feasible choices to adjust their behavior - Responsible behavior will be recognized.

- Self-esteem will be built through positive interaction, and age appropriate consequences

The YMCA will not permit corporal or physical punishment against a child. While caring for a child, staff must be free of physical and psychological conditions that might adversely affect the children's physical and mental health. We will

communicate with parents when there is a recurring behavior problem or a safety issue that needs to be addressed. We will use positive discipline techniques including: positive phrasing, logical or natural consequences, redirection, time out and loss of privileges. We are open and welcome to input from parents about techniques that work at home.

## DIFFICULT CHILD

Occasionally it becomes necessary to inform parents of disruptive behavior that is above and beyond the typically expected range. In an event such as this, a behavior report (Parent Communication) is written and submitted to the Center or Department Director. A copy is given to the parent along with some discussion from the staff regarding the child's behavior. In cases where a child receives two behavior reports, a conference will be scheduled to discuss the child's continued participation in the program. In some cases, it becomes necessary to dismiss a child from the ECE program. If this occurs, parents will be asked to find alternative care immediately. No child will be dismissed without the benefit of a conference between parent and staff first.

## STAFF QUALIFICATIONS

The quality and effectiveness of YMCA services for children are directly related to the skills and personal characteristics of staff. Recruiting, selecting, training and supporting staff are essential, interrelated processes in ensuring the success and integrity of children's programs. The leaders are required to have experience in working with children, knowledge of recreational activities, and must possess certain qualities in order to serve as role models for children.

The staff is selected for personal qualities of warmth, empathy, and ability to relate positively to children. They receive training in many areas: Safety, Child/Adult communication, Guiding Children's behavior, numerous activities including arts/crafts, games, etc. YMCA staff is First Aid trained and CPR certified. Background checks are conducted on all staff. This includes criminal record background checks, Central Registry checks and reference checks.

## RATIO

The YMCA follows ratio guidelines set forth by the Denver Preschool Program, Colorado Preschool Program and the Department of Human Services Child Day Care Licensing.

## PREVENTION OF CHILD ABUSE

The YMCA is committed to a vigilant effort to safeguard and enhance the lives of young persons entrusted to our care. Every reasonable effort is made to reduce risks to children. Staff are trained, supervised and evaluated in the prevention of child abuse. As current information about child abuse demonstrates, there are no documented procedures to eliminate this risk. Nevertheless, the growing body of information about the nature, prevalence and effects of child abuse has created an enhanced awareness for childcare providers, families and the general community. The YMCA has in place a detailed training and reporting program.

## BABYSITTING

YMCA staff and volunteers are not allowed to baby-sit or transport children at any time outside of the YMCA program. Please assist us by NOT requesting staff to baby-sit your child.

## COMMUNICATION WITH STAFF

Daily communication with your child's teachers is instrumental in their success in our program. Please plan on spending a few minutes during drop off and pick up to communicate with your child's teachers. Infant families are required to enter the drop off information in Tadpoles before dropping off. Families are encouraged to check their Tadpoles App daily to see what is going on in our program. Teachers will communicate via the Daily Report and the app.

## PARENT INVOLVEMENT

Parent support is critical to the success of the program. The YMCA recognizes and values parents in our programs. Daily communication with staff is very important. Parents are welcome and encouraged to visit their child's program. Parents or guardians are always welcome and visits do not need to be announced or arranged in advance. However, the observing

parent or guardian must be listed on the child's authorization card in order to have access to the program area. Donations of supplies for our dramatic play and arts & crafts areas are gratefully appreciated.

Family events and parent teacher conferences will be scheduled throughout the year. The YMCA staff hopes that your family will take the opportunity to visit with staff at that time.

## TRANSITIONS

A transition strategy that the center utilizes is transitioning children with a buddy or as a small group. A child will transition to the next room based on their developmental readiness and space availability. Transition readiness is discussed during parent teacher conferences, which occur twice yearly.

## SOCIAL SERVICES

The YMCA works in conjunction with the Colorado Department of Human Services, Division of Child Care. One of the functions of this department is to monitor childcare centers. All YMCA childcare programs are licensed with the State of Colorado.

Colorado Department of Human Services

1575 Sherman Street

Denver, CO 80203-1714

(303) 866-5958

## EVALUATION

During the year, you will be asked to evaluate our program. However, we would appreciate your feedback on our program and welcome your comments at any time. We are here to meet the needs of the community and welcome suggestions.